



NVIH POSITION DESCRIPTION

TRANSPORTATION / MAINTENANCE / SAFETY TECHNICIAN

REPORTS TO: Facility/Project Manager

SUPERVISES: None

POSITION SUMMARY: Under general supervision provides patient transport services as allowed by NVIH at assigned site(s). Performs facility and landscaping maintenance and repair in support of daily operations. This position may be utilized as a back-up support staff to others sites as needed.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Provide daily patient transport as scheduled according to NVIH transport policies and procedures.
2. Maintain and submit accurate logs and related records.
3. Insure the cleanliness, reliability and safety of the transport vehicle according to the written policy and procedure.
4. Provide courteous and respectful patient service.
5. Maintain patient confidentiality.
6. Report essential patient information to the respective NVIH clinic/service provider in a timely manner.
7. Maintain open communications with all coworkers and supervisors.
8. Perform the required service checks/tasks for GSA vehicle maintenance, cleanliness and safety.
9. Participate in the daily operations of the Agency by performing minor maintenance and repair and light cleaning activities, policing the external grounds, daily checks of the physical plant and parking areas..
10. Maintain inventory and request janitorial supplies according to written policy and procedure.
11. Assist in obtaining other clinic supplies as requested.
12. Participate in the safety activities. .
13. Landscaping duties as assigned.
14. Other duties as assigned.

All NVIH employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:

1. Valid California driver's license.
2. Must maintain a clean driving record throughout employment and to submit a personal DMV printout every 6 months thereafter.
3. Proof of continuing personal liability auto insurance as required by California state law.
4. Willing to submit to a Live Scan background check.
5. Current CPR and First Aid certificate or able to obtain one within 30 days
6. High school diploma or equivalent.
7. Able to perform duties with minimal supervision.
8. Able to read, write, follow instructions, prepare reports and to communicate effectively verbally and in writing.
9. Willing to travel for training.
10. Due to insurance purposes must be 21 years old or older as well as clean DMV printout for four (4) to seven (7) years.
11. Ability to operate power tools, i.e., leaf blower, hedge trimmer, etc.

Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc., is an Equal Opportunity and At Will Employer.

CHARACTER: Job requires abstinence from any and all mind and/or mood altering substances during work hours, no exception. Driver will inform Supervisor of any medications at the start of the work shift. Responsible and able to exercise a high level of judgment, accept supervision, and exercise a high level of accuracy and organization, maintain strict confidentiality, and communicate and deal effectively with people in a professional and courteous manner. Responsible and able to comply with all federal, state, municipal laws, statutes, ordinances and any/all applicable rules and regulations of the Northern Valley Indian Health, Inc.

OTHER: Applicants must successfully pass a pre-employment physical exam; tuberculin skin test or X-ray; and be willing to submit to random drug screening tests. Applicants must also, upon request, submit fingerprints for criminal record clearance and child abuse registry review. Health must be adequate to perform all duties.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Must be able to effectively present information and respond to questions from groups of patients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

FLSA STATUS: Non Exempt

DATE OF LAST REVIEW / REVISION: 2/2012 4/14 8/2015

ASSIGNED SITE: Willows / Chico / Red Bluff

Name

Date